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BOARD OF TRUSTEES

MEETING INFORMATION PACKET

NOVEMBER 14, 2018



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FULTON COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES REGULAR MEETING
NOVEMBER 14, 2018



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**Fulton County Library System
Board of Trustees Meeting
Auburn Avenue Research Library
November 14, 2018 – 4:00 p.m.**

AGENDA

- I. Call to Order
- II. Meditation Moment
- III. Adoption of Agenda* Doc. #18-59
- IV. Public Comment / Visitors
- V. Outreach Presentation – Christina Rand
- VI. Approval of Minutes – October 24, 2018* Doc. #18-58
- VII. Chairman's Report
- VIII. Construction/Renovation Report – Paul Kaplan

<u>Contractor</u>		<u>Group 1:</u>	Roswell, Sandy Springs, Dogwood, Kirkwood, Washington Park, West End, Southwest
Hogan			
Evergreen		<u>Group 2:</u>	Buckhead, Ocee, Northeast, Northside, Mechanicsville
CT Darnell Construction		<u>Group 3:</u>	Adams Park, Adamsville, Cleveland, College Park, Ponce, East Atlanta
BuildSmart/Tebarco		<u>Group 4:</u>	East Point, Fairburn
Albion Scaccia			Hapeville
RFP			Central
- IX. Director's Reports Doc. #18-62
 - A. Monthly Financial Report Doc. #18-60
 - B. Monthly Usage Summary Doc. #18-61
- X. Foundation Update
- XI. Committee Reports:
 - A. Library Visitation – D. Chip Joyner, Vice Chairman
 - B. Bylaws and Rules – Priscilla Border and Nina Radakovich
 - C. National and State Developments – Linda Jordan and Joe Piontek
- XII. Unfinished Business
- XIII. New Business
- XIV. A. Fulton County Library System 2019 Holiday/Closing Calendar* Doc. #18-63
- XV. Adjournment

*Action is anticipated on this item

Doc. #18-58



FULTON COUNTY LIBRARY SYSTEM

BOARD OF TRUSTEES MEETING

OCTOBER 24, 2018 – 4:00 P.M.

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Board of Trustees Meeting, 24 October 2018



Members Present

Bailey, Phyllis D., Chairman
Borders, Priscilla
Jordan, Linda
Joyner, D. Chip, Vice Chairman
Kaplan, Paul
Piontek, Joe (Via Teleconference)
Radakovich, Nina

Also In Attendance

Claxton, Zenobia –Assistant to Director’s Office
Holloman, Gayle H. – Division Manager
Morley, Dr. Gabriel – Executive Director
Rafferty, Paula – County Attorney

Visitors Present

Fraser, Denise – Assistant to Commissioner Liz Hausmann
Gittemeier, Oscar – Adult Outreach
Kessler, Kyle – Friends of Central Library
McConnell, Brock, Patron
Roshell, Dr. Pamela – Deputy Chief Operating Officer for Health and Human Services

Chairman Phyllis D. Bailey called the meeting to order at 4:00 p.m. at the Fulton County Library System.

Transcript Legend

--	Break in speech continuity
(sic)	Exactly as said
(phonetic)	Exact spelling unknown
**	Inaudible
	Quoted material is typed as spoken.
. . .	Trailing in thought. Incomplete sentence

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(MEETING BEGAN AT 4:00 P.M.)

CALL TO ORDER

CHAIRMAN PHYLLIS D. BAILEY: Good afternoon, ladies and gentlemen. Welcome to our October board meeting. It's now 4 o'clock. I'd like to call the October board meeting to order.

MEDIATION MOMENT

CHAIRMAN PHYLLIS D. BAILEY: I'd like to share with you a moment of meditation. And I'll share a personal thing with you guys. I think this applies to me at this moment more so than anybody. All human beings have so much in common with each other. We all want to enjoy our lives, to have good food, fresh air, and loving relationships. So even with diverse opinions, backgrounds, and lifestyles, in many ways, we are in unity despite our differences. There is a oneness in the human condition that we all share.

This common thread enables us to feel compassion, rather than anger. To be forgiving, rather than judgmental, and to look for opportunities to express appreciation to all people. Please take a moment to think about that. Thank you.

18-52 ADOPTION OF THE AGENDA

CHAIRMAN PHYLLIS D. BAILEY: If you will review the agenda, I will then have someone to please give me a motion to adopt.

MOTION

MR. PAUL KAPLAN: So moved.

MR. D. CHIP JOYNER: Second.

CHAIRMAN PHYLLIS D. BAILEY: Moved by Mr. Kaplan and seconded by Mr. Joyner that the agenda be accepted without corrections.

PUBLIC COMMENTS

CHAIRMAN PHYLLIS D. BAILEY: Are there any Public Comments? Do I have cards for anyone for Public Comments?

Mr. McConnell, since you are new, I will give him the opportunity to be first, sir.

MR. BROCK MCCONNELL: Thank you very much. I didn't know if I had a chance to speak right now, but I would like to -- I use the Buckhead Library a lot, and I will say I've noticed a much faster speed to retrieve books from other public libraries. I don't know what -- seems like we're getting them in days instead of weeks.

And then I want to make a suggestion and a shout-out, okay. I've gone up to the staff there, and not being critical because perhaps they just don't know, but they don't know anything about e-books. And, you know, you can't get any help about that at all. And then if you go up to Galileo, they always say, well, call Mr. White; he's great.

Mr. White used to be at the Buckhead Library, but he's been moved away. But please know, he's a great employee. And he's the only person who seems like in the whole System that knows how to use Galileo. And it just seems like it would be helpful if the whole staff was trained on how to retrieve an e-book. And maybe there's an app. I don't know.

I've tried to do it myself several times, and I get confused with -- I usually get on Amazon and Kindle. And I know you have an e-book, something, but I know I can hit it there, but I just get lost, you know. I wish there was just an app for that, and I think you would have a lot more folks using that application. Thank you.

CHAIRMAN PHYLLIS D. BAILEY: Thank you, sir.

Mr. Kessler?

MR. KYLE KESSLER: Good afternoon. At the last Board of Trustees meeting, I mentioned there was an event coming up at the Central Library on -- in partnership with the German Goethe-Institut. That was a big success. I think there was a good turnout. I'm not sure who here might have been able to make it, but it got a lot of press and was a great showing of folks being outside sort of enjoying the plaza space and artwork projected on the building.

What I did mention last time was the reason that that event was happening here was because of the significance of the architecture. There are only four cities across the country that they had these sort of kickoff events, each one having a significant building designed by an architect that had a connection to Germany.

As you might have already known, Marcel Breuer designed the Central Library. He worked at the Bauhaus after studying at the Bauhaus in Germany, so that was the connection why they wanted to have that event here in Atlanta.

And then second, the Guardian Newspaper, which is a British newspaper, a daily publication out of Manchester, is focusing on the city of Atlanta this week, doing lots of reporting. They have a story up right now that is about all the lost architecture and buildings in the city of Atlanta. The top image is the old Carnegie Library, which was torn down to construct the current Central Library, but they also highlight the plight of the existing Central Library and the proposed renovations there.

So just wanted to bring that to your attention. Both the German connection, and then, once again, this current sort of publication that's highlighting stuff that's going on in Atlanta regarding transportation, affordable housing, all the big issues

that we're dealing with, but there is an article about the significant architecture and the city of Atlanta that's been lost over the years from Sherman up through today, so thank you.

CHAIRMAN PHYLLIS D. BAILEY: Thank you both for your input and for certainly the consideration of any of the things that you've talked about. We appreciate your being here and participating. Thank you.

OUTREACH PRESENTATION - OSCAR GITTEMEIER

CHAIRMAN PHYLLIS D. BAILEY: At this point, we will have the Outreach Presentation. Sir?

MR. OSCAR GITTEMEIER: So thank you for your time. My name is Oscar Gittemeier. I'm the Adult Outreach Librarian. I'm going to talk to you all a little bit about what we do with Outreach, but before I start, can I just ask, what do you all imagine that we do with Library Outreach?

DR. GABRIEL MORLEY: Save the world.

MR. OSCAR GITTEMEIER: I'd like to think so. Anyone else have a guess?

CHAIRMAN PHYLLIS D. BAILEY: I'm going to guess that you do things with people who didn't have the facility to get to the library.

MR. OSCAR GITTEMEIER: Exactly. So what do people typically think of when they think of that, the library going out and reaching people that can't get to the library?

CHAIRMAN PHYLLIS D. BAILEY: Bookmobile.

MR. OSCAR GITTEMEIER: Bookmobile, that's right. This is our Bikemobile. So these are one of the things that we recently got. We got a grant from the Atlanta Cycling Festival. And so we wrapped it and electrified it. And this is one of the things that we use. We can fit two courier bins in it. We can also fit a rolling table, a folding chair, and this is a button maker. So if you've ever seen a button maker, it's a really great theme activity that we bring out to the community where folks get to design their own button, punch it out, and take it with them, so they've got a keepsake. And it's got our website on it, so it's a constant reminder.

We also have key chains that they can make, magnets they can put on their fridge, all of those you can punch out really quickly, and it just leaves us constant reminders in their hands, in their pockets, on their fridges, to remind them about the library.

So this is the size of it. So you see how big I am; that's how big the bike is. It's about six feet long. It's about four and a half feet tall. We did a training with all of our Youth Outreach Librarians so that they would feel comfortable riding

it. We had the Atlanta Cycling Festival come in and do a safety training for us, so folks got to practice riding on the bike. This is me. I took it out and about for Giving Tuesday. I rode it up to WSB-TV for Giving Tuesday, and I stopped along the way. We work with the Fox sometimes to get like prices and things for kids. Our goal is to move towards a more robust sort of suite of programs similar to Houston Public Library. So if anyone's familiar with them, they have a huge fleet of Outreach vehicles. They've got Bookmobiles, Bikemobiles, big huge Bookmobiles, little sprinter vans, all that stuff. So we're moving in that direction.

Right now we're using the bike at our parades and festivals, so you might have seen us at the Juneteenth Festival, at the Pride Parade, Atlanta Streets Alive. If there's ever some place you want the Bookbike to go, just let us know. You've got my card now. Shoot me an email. We'd love to come. This is us --

MRS. NINA RADAKOVICH: You need lots of advanced notice, right, because you're booked?

MR. OSCAR GITTEMEIER: Yes. We do typically book up a couple months out. Weekends go fastest. So, yes, we're booked solid through, I think, December right now, weekends. And that's when a lot of the most, you know, the festivals and the fun things are at night and on the weekends.

This is us at the Municipal Market. We'll bring a bunch of like cookbooks and things like that, so we'll try to curate a collection for wherever we're going. And this is virtual reality, so if people want to experience virtual reality, they can do that. We just pop up the back of the bike.

This is us at Grady Memorial Hospital signing up doctors and nurses and patients. As they're coming into the lobby, they can get a library card, and we'll bring an activity. And you can see here we're highlighting a lot of our online resources, so if people want to download audio books or e-books or they want to learn how to do that, we've got tablets and i-Pads right there, so we can show them how to immediately download all those audio books and e-books right on the spot.

This is me at WSB for Giving Tuesday. So sometimes I'm Oscar the Grouch; sometimes I'm The Cat in the Hat. We also work with Georgia Public Broadcasting and WABE. This is us at their Peekalicious Event. And WABE also does community conversations, so whatever that community conversation is, we'll curate a collection of books.

This is us at the Morehouse School of Medicine, and it was a community conversation on healthcare. So we did a whole curated collection of books related to their conversation.

We also -- this is one of our largest events. It was in Woodruff Park. It was for the Solar Eclipse. We had, I think, almost two thousand people show up to the park that day, exponentially more people than we had glasses, but it was a good turnout. And one of the ways we try to connect with people that can't always get into the branch is through social media. So we're always having out community partners on social media. One of the things we focus on is trans-literacy so that people are able to connect to those digital resources and the friend resources. So whatever the public wants, we want to make sure we have all those resources, so that when we're showing people how to fill out their tax forms online, or different things like that, like your driver test and things like that, we want to make sure we're doing that education so folks know how to access information digitally.

So, typically, when we go out to the community, we'll hit festivals with like big tables. We'll, like I said, curate a collection of books. We try to bring something fun for the kids, so we'll have a giant Connect 4, a giant Jenga, anything to get the kids to slow down so we can talk to the parents about all the benefits of the library.

So these are a few places we've gone; The Atlanta Science Festival, the Dogwood Festival. This a senior program here, so these are women that learn how to draw with 3D pens, so they made their own glasses with 3D pens. I think there's a lot of assumptions about older Americans, that they're not interested in learning technology, and I find that that's absolutely the opposite. They're very interested in technology. They love getting their hands on it. You just got to treasure them they can't break it; it's okay. So that's some of the things we've been doing.

This is also at an International Women's Day dance party. So you can see like we'll go to midnight things, you know, late at night. We'll go to early morning days in the park. We're all over the place, 24 hours a day, seven days a week. Wherever the public wants us, that's where we go.

This is where we're moving towards. So this is that app. And we're moving towards like what -- Systems like Houston has. So we're ordering right now -- they're building two -- we haven't really nailed down a name yet. We're calling it both Techmobile or Mobile Innovation Lab, something like that. And these images are from the Miami-Dade Public Library. So you can see they've got 3D printers; they've got music production, all different types of things. And that's how our Mobile Innovation Lab's going to be similar to that. So we'll have one side with books,

one side with a counter with activities. So you'll be seeing these, hopefully, out and about this summer.

Our sort of long term goals that we're doing is we're working with organizations so that they're organizational number, so say they're a City of Atlanta employee, their City of Atlanta number would just become their library card number.

You may have heard we recently launched a program called the Class Card with at Atlanta Public Schools. So every public school student, their student number is now their library card number.

We've been in conversation with the human resources in the City of Atlanta for a while, also the Atlanta Housing, so that people's participation number becomes their card number. And the benefits of these instant, automatic card is that your card never expires as long as you're affiliated with Atlanta Public Schools, or the City of Atlanta, or Atlanta Housing.

We're also promoting continuing education, all our free online classes with HR departments and Fulton County, City of Atlanta, just to promote all those free online classes.

We're also working, obviously, with our local cities, counties, and state events. We've been building a library block, so at really large, big events we're working with both DeKalb County, Fulton County, Gwinnett County, Clayton County, and we're all coming together to build really huge programs that we could never do alone by ourselves.

So for the Dragoncon Festival for Labor Day weekend, we did a big party in Woodruff Park where we brought out 3D printers and virtual reality and drawing with 3d pens and we had everybody bring out something different. And it's just not something we could ever pull off on our own. So we're working with a lot of other Library Systems in the region to pull off really large events. And we're just trying to go where we have a captive audience.

So if there's ever someplace you want us to go, I've set up in malls, barber shops, Laundromats. Anywhere that they'll let me bring a table, I would go.

DR. GABRIEL MORLEY: Jail.

MR. OSCAR GITTEMEIER: Oh, yes. We have -- we've been doing workshops in the Fulton County Jail, doing resume workshops, interview skills workshops. We did a drawing with 3D pens art program over there. We recently did Voter Registration at the Fulton County Jail, so, you know, we'll literally go anywhere.

MR. D. CHIP JOYNER: Does the pen kind of work in the cart?

MR. OSCAR GITTEMEIER: Say it again?

MR. D. CHIP JOYNER: Do you have power?

MR. OSCAR GITTEMEIER: So we actually have a small solar generator that we bring with us. So just in case we don't have power somewhere, we always bring it. Because sometimes people will tell you you have access to electricity, you don't. So we always have a backup. But if there's anywhere in particular that you can think of that you'd like me to come, please shoot me an email.

MS. LINDA JORDAN: You mentioned this was a grant, right?

MR. OSCAR GITTEMEIER: So the bicycle was a grant, but the Techmobiles and the Mobile Innovation Lab, no, that's...

MS. LINDA JORDAN: But the bikes, how often -- long is that grant for, and how often do you have to reapply? Or how does it work?

MR. OSCAR GITTEMEIER: It was just the one-time grant for twenty-five hundred bucks.

MS. LINDA JORDAN: Oh, I see.

MR. OSCAR GITTEMEIER: Yes. And we just bought the bike and then...

DR. GABRIEL MORLEY: Yes. Linda, when we created this program before you got here. This Board agreed that it was something that we were interested in doing, so we began to put money into it. And I would say maybe last year was your first good year when you got probably fifty thousand dollars worth of equipment to get it going. So we're just getting established on some of these things. And the Bookmobiles are part of that. The van is part of that. Tell them about the laser cutter.

MR. OSCAR GITTEMEIER: Oh, so our goal -- we just ordered a five thousand dollar general laser cutter. It is literally the gold standard. So it will cut anything; leather, metal, wood. So our goal is to get into Atlanta City Studio; WeWork, SwitchArt, General Assembly. Go in and do pop-up programs in there so that entrepreneurs, if they want to punch out their logo and see what it looks like, or test out different brand or marketing ideas, they can do that on this five thousand dollar laser cutter that the general public just isn't going to be able to purchase on their own. It's one of those really expensive items that they can't get that the library can help those entrepreneurs to practice and test out their logos.

We're also looking at not just the laser cutter but 3D printers so that folks can print out like prototypes as well.

MR. D. CHIP JOYNER: Do you need a permit in most locations?

MR. OSCAR GITTEMEIER: In order to use a laser cutter?

MR. D. CHIP JOYNER: No, to just pop up anywhere.

MR. OSCAR GITTEMEIER: Oh. I always ask for permission. I never set up anywhere where I was not given permission to set up. That's actually, that was a good question.

MR. D. CHIP JOYNER: But the City doesn't require a permit to go out in the park or anything like that?

MR. OSCAR GITTEMEIER: So we actually partnered with the City of Atlanta, so with Woodruff Park. Like, when we did the big Solar Eclipse Party, so yes, we're reaching out to them way in advance and they're actually handling all of the permits for us.

MR. D. CHIP JOYNER: Oh, great.

MR. OSCAR GITTEMEIER: Yes. So when they saw the numbers very quickly skyrocket on that program, they ran out and got a permit for it. It's a lot easier for them to do it than us.

MR. _____ QUINTANO: Are you a part of the Library System?

MR. OSCAR GITTEMEIER: Yes, sir.

DR. GABRIEL MORLEY: Tell them about the food truck program in Alpharetta.

MR. OSCAR GITTEMEIER: Oh, food truck alley. Has anyone ever heard of food truck alley?

MR. PAUL KAPLAN: I sure did. I've been there.

MR. OSCAR GITTEMEIER: Oh, yes. So we're there once a month. It is literally two blocks from the library itself. And every single time we set up someone says to us, been meaning to get to the library. And I'm like... But it's like it just goes to show we want to be in front of their face. I want to be at the grocery store when you're walking out. I want to be at the laundromat when you're stuck there with your kids folding clothes. Because if we're not right in their face, there's too much else competing with people's attention. So our goal is to be everywhere so that there's no excuse. Even if you're two blocks from the library, we're going to get to you.

MS. DENISE FRASIER: Will the Bookmobiles be utilized in the areas where libraries are closed for renovation?

MR. OSCAR GITTEMEIER: Yes. As a matter of fact, I mean, they're being used everywhere right now. Like, I believe East Point was closed and they set up at the Taste of East Point, or what was the East Point Festival. So there are pop-ups going on all the time in areas where the branches are closed. I know Sandy Springs has been doing pop-ups in a public park. They've been doing it I want to say maybe in the -- something with the City as well. But, yes, these pop-ups are happening all the time. Follow us on social media. You'll see out photos.

MR. D. CHIP JOYNER: Are you going to make it to the Home Depot Backyard during Super Bowl?

MR. OSCAR GITTEMEIER: Wait. What's going on?

MR. D. CHIP JOYNER: The Home Depot Backyard next to Mercedes Benz Stadium during the Super Bowl.

MR. OSCAR GITTEMEIER: Oh, that is definitely -- that's been on Gabe's radar. A colleague of mine is chipping away at that.

DR. GABRIEL MORLEY: And tell them, too, I mean, because part of this -- and Linda's new. Joe's on the phone. He's relatively new. Nina's probably not as new, even though she's new to the Board, but part of what's happening here, too, is the growth is outpacing the demand. And so every month Oscar's turning away events. And so we've added two more people to Outreach in the last month or so to try and meet some of the demand, but it is growing faster than we can keep up with it.

So part of what we're doing, if you'll notice, some of the tools that he has, we're trying to figure out how we can use those tools in the most effective way. And probably next year -- he and I talked about this awhile back -- we're going to have to significantly look at shifting people into these areas. Because it doesn't make sense to staff the buildings and not have the same level of success and activity as we could if we were able to get to more and more of the events.

I think one month he maybe turned down eighteen events. So we don't want to be in that position constantly. So part of what we'll be looking at for 2019 and beyond is how we can reallocate some of our resources to continue to grow Outreach and still meet whatever needs we may have in these legacy branches. And I think Christina will be here next month. And she'll do the youth Outreach piece.

CHAIRMAN PHYLLIS D. BAILEY: I think that we as a Board are very, very proud of you, young man, that you have done such a fantastic job. Thank you very much, and thank you especially for sharing with us. Thank you.

DR. GABRIEL MORLEY: Thanks, Oscar.

18-51 APPROVAL OF MINUTES FROM REGULAR MEETING OF SEPTEMBER 26, 2018

CHAIRMAN PHYLLIS D. BAILEY: If you would take a look at your minutes if you haven't already, so that you can review them.

MOTION

MR. PAUL KAPLAN: I make a motion that we approve the verbatim minutes of September 26, 2018.

CHAIRMAN PHYLLIS D. BAILEY: Do I have a second?

MRS. PRISCILLA BORDERS: Second.

CHAIRMAN PHYLLIS D. BAILEY: Moved by Mr. Kaplan. Seconded by Mrs. Borders that the minutes be approved as presented.

Are there any questions? All in favor?

(Whereupon, all said aye.)

CHAIRMAN PHYLLIS D. BAILEY: Opposition? Motion carries.

CHAIRMAN'S REPORT

CHAIRMAN PHYLLIS D. BAILEY: As far as a Chairman's Report, I have very little this time because I've been dealing with an overflow from last month. And I don't think any of us needs to go into that. But, other than that, I will be reading with the Hapeville Library on the 10th of November. It's a thanksgiving reading, and I will be volunteering to do that. And I hope that Board members will find opportunities to do the same kinds of things and other events when it comes to the library, because we want them to know that we are here and that we care about what they are doing.

They know that there's a Board, but when they put a face to that person, it makes a major difference. So I would encourage all of you all to do just that, especially in the districts that you have been assigned to. Even though we all are responsible for the entire district, we need to think in terms of that.

So thank you for that.

CONSTRUCTION RENOVATION REPORT - PAUL KAPLAN

CHAIRMAN PHYLLIS D. BAILEY: At this point, we will be looking at our Construction Renovation Report from Mr. Kaplan. And this is the complicated part about our business meeting, so we will spend the majority of our time on that. Mr. Kaplan?

MR. PAUL KAPLAN: I'll go through it, and either Gayle or Gabe can interrupt me if I'm incorrect.

Okay. Let's go with Group One.

Group One. Right now, I believe that the permits are in. Finally got the permit for Sandy Springs and also for Southwest. The other ones we're still waiting. The Roswell Library, as you know, there will be a change in the design. And I don't know where we're at at this point on that, but everything else is pretty much on target. Just bear in mind that the reopening that is written in the minutes, or written on the website, might change a little bit, because as things go, we have delays; delays in material, getting things going. And some of the permits are taking longer than I think anybody expected, and that's what delaying most of those over there.

Group Two. We're still a little slow in Group Two. It's taking a little bit of time to get this thing going. They're working on it. We're waiting to get some more information from the general contractor, so it's not going as quick, but it's going to get there. Like I said, you need patience when it comes to construction. It just takes time. Nothing goes real quick. I can ask Gayle that, too. She probably knows for sure.

Group Three. Group Three is pretty much on target. And the Public Meetings have been given already; is that right, or not?

DR. GABRIEL MORLEY: Yes.

MR. PAUL KAPLAN: They're done. They're complete on that. That's great. And the renovation will begin sometime in 2019. I don't know what the date's going to be, what month. It's going along.

Group Four. Well, Group Four, we've got Eastburn -- or East Point and Fairburn. So far we're on target. Unless I hear something else, right now we're looking for March 2019 for reopening. But like I said, just keep in mind those things can change. So we'll go from there.

Hapeville. Hapeville I believe -- and I did talk to Dr. Morley about it -- the boring hasn't been started yet, as far as the boring of the new building. And they're trying to find out what the -- how it's going to sit, if we're going to keep Hapeville open while it's being constructed, the new library, or if it's going to impede into the old library, then it would have to close, so we do not know at this point. It depends, I think, on what the boring comes out to be.

Central Library. I think we're at this point waiting for the Notice to Proceed. As far as I know, at this point, that's about it. I don't have anything else further on that one, so far.

The leased ones, we really don't have anything on the leased libraries, the two of them we've got, as well as both Peachtree and also the MLK. I think that's the least of our concerns at this point. But it's moving along. It's getting there. The meetings are fast and furious. There's live meetings going on. It's almost every day.

Gayle, am I correct in saying they always have a construction meeting?

MRS. GAYLE H. HOLLOMAN: Yes, sometimes twice a day.

MR. PAUL KAPLAN: And then at the Construction Meeting, the Construction Meeting sometimes can last two to two and half hours. And that takes two to two and a half hours out of Gayle and Gabe for other things that are supposed to be taking place. So it's a constant revolving thing. It will be for the next two years until these libraries are opening, and then shuffling people around, which is, I think, Gayle's project to do, so it's not easy. So that's where we're at.

CHAIRMAN PHYLLIS D. BAILEY: Thank you so much, Mr. Kaplan.

MR. PAUL KAPLAN: It's getting there.

CHAIRMAN PHYLLIS D. BAILEY: Dr. Morley or Ms. Holloman, do you have anything to add --that you would like to add to that?

MRS. GAYLE H. HOLLOMAN: No, not at this time.

DR. GABRIEL MORLEY: So, you know, we hope things will keep moving forward and get back on track, those things that have slowed.

And like Paul said, I mean, some of these things are out of our control, so the County's on it; Gayle and I are on it. We're just going to keep pushing and we'll get there. Bear with us. We knew it was going to get heady at some point, that some people were going to start to gripe and complain: Why are these places still closed. Construction takes time. And once it's all over with, six months later, everybody will have forgotten about it, and we'll be good to go.

CHAIRMAN PHYLLIS D. BAILEY: Well, thank you very much for your input. And Dr. Morley and Mrs. Holloman, you've been very good stewards, obviously, and you have pushed forward with what we need to have happen. And as a Board, we give you our full support, so just know that if -- as of any value to you at this point.

Director's Report?

18-55 DIRECTOR'S REPORT

18-53 MONTHLY FINANCIAL REPORT

18-54 MONTHLY USAGE SUMMARY

DR. GABRIEL MORLEY: Yes, not a lot to add. The most exciting thing this month is Gayle and I moved out, so we vacated Central Library. We will turn that over to the contractor. That's everybody out. I think we still have a few little items they talked about this morning that have to come out, and the movers anticipate finishing sometime next month. And so once the movers are done, the demolition will start, and then the construction period will start.

So we feel good about that. It's still on track where we want it to be. I think we're okay. We're still getting settled. A lot of people moved here. This place is crowded. Several of them are crowded.

And Paul mentioned earlier, part of what needs to happen is we need some of these renovated libraries to get renovated an open so we have a place to put people when we close their branches, because we already have ten closed now and we're tight in some places. So we're hopeful that a couple of these projects will finish so that we can move people into those facilities and then close some other facilities and not be strained with our staffing levels.

I don't have too much about the statistics. You know, the last couple of months the statistics are going to be very different based on what's open and what's closed. You can see our virtual

circulation is still doing very well. I meant to ask Gayle before the meeting, did GED get kicked off again or are we still waiting for...

MRS. GAYLE H. HOLLOMAN: No. We're still waiting for I.T.

DR. GABRIEL MORLEY: So the GED figures affect some of these numbers too for computer classes and things like that. So a lot of these things if you have a specific question, ask, but don't be too alarmed by some of these statistics and the different year-to-date percentages, because they're all over the place, and will be for the next year and a half.

18-56 CUSTOMER SERVICE REPORT

LIBRARY CLOSURE REPORT

DR. GABRIEL MORLEY: This is also -- if you're new to the Board, quarterly we include the Closure Report and the Customer Service Comment Report, so you will also find that in your packet this time. It's toward the back.

The Closure Report is really just an update on what was closed during the quarter for how many hours. In some cases, we might close for a couple of hours if an air conditioner goes out, if the power goes out, those kinds of things. It's just ordinary mechanical failures.

And our Customer Service Comment Report, we're trying to -- you know, we implemented this system called LibAnswers now to try and get some better data, try and get a better understanding of what kind of questions come in. And if you notice on the second page, it talks a little bit about -- the majority of the questions are about renovations, closings, things like that. So these numbers could be artificially inflated too because of the renovation process, so don't put too much stock in whatever numbers we have over the next eighteen months or so while we work through some differences in our daily operations.

And that's all I have. I mean, we're closing out the year, financially, I think everyone knows that. The accounting starts -- the County starts shutting down, so our spending will curtail somewhat.

We still have a few open POs that we'll work on, you know, through the end of the year, but no new spending. That's all I have, unless there's questions.

CHAIRMAN PHYLLIS D. BAILEY: Thank you. Questions?

MR. D. CHIP JOYNER: How's the team morale with people moving around, hours...

DR. GABRIEL MORLEY: Probably up and down, depending on who it is. I mean, some people are --and remember, we started off telling everyone you can pick where you want to go, right. And we've tried to hold fast to that. Even though people have tried

to change, we didn't want to get into a shuffling, because we know people are going to move multiple times. You know, if you move to a branch that's about to close, you may potentially move again.

So we tried to hold fast to the original schedule we had. And I would say it's probably more overcrowding issues. It's just in some cases you have a small building that now has fifteen people, so they're on top of each other.

So it's not a work issue necessarily as much as a proximity issue. And, you know, going from one place to another, one restaurant to another, even if it's a chain restaurant, they're still doing things differently and you're aggravated. We didn't do this at our place. And blah, blah, blah. And so they're working out most of those issues. I don't think we've had any huge --

MRS. GAYLE H. HOLLOMAN: No.

DR. GABRIEL MORLEY: -- personnel issues as a result of the move.

MR. D. CHIP JOYNER: But no systemic challenges?

DR. GABRIEL MORLEY: I don't think so, because remember we tried to work out -- we wanted people to pick so there wouldn't be transportation issues. You know, we wanted people to pick so there wouldn't be other issues about, well, I don't want to go to this place. We tried to go through and not put people together that were not friendly to each other, so we tried to head off a lot of these issues ahead of time.

We worked with Paula; we worked with HR. This was one of our primary objectives last year or maybe the year before. We did it a long time ago. So we really wanted to minimize the headaches, and...

MRS. GAYLE H. HOLLOMAN: We gave everybody five choices, five purposes to give.

DR. GABRIEL MORLEY: It seems like some people have been rejuvenated in some ways. They've busted out of the slump they were in, and they've been able to do some differing things and see how things work in another place. And so some people have had a positive experience, but I'd say the majority of the people that we know about have probably had no experience. It's just ordinary.

MRS. GAYLE H. HOLLOMAN: It just is what it is in their minds.

DR. GABRIEL MORLEY: Not good or bad.

MR. D. CHIP JOYNER: How many employees do we have overall?

DR. GABRIEL MORLEY: Over three hundred.

MR. D. CHIP JOYNER: That's excluding volunteers.

DR. GABRIEL MORLEY: Oh, yeah. We probably have fifteen hundred to two thousand volunteers this year, but that can count somebody who works -- or who volunteers two hours one time a year and somebody who volunteers a thousand hours a year. We still count them. Anything else?

CHAIRMAN PHYLLIS D. BAILEY: Thank you very much. It seems as though we're moving along rather well. And I hope that most of the Board members are indeed pleased with the progress that we're making. And if not, please let us know upfront. Committee Reports. Mr. Joyner?

COMMITTEE REPORTS

LIBRARY VISITATION

MR. D. CHIP JOYNER: Library Visitation. Does anyone care to share any comments or share a visit that they had over the last thirty days?

MR. PAUL KAPLAN: I had none. I had a little bit of surgery and I was out for a couple of weeks. I didn't do anything. So I didn't get a chance to go through.

MR. D. CHIP JOYNER: Okay.

MS. LINDA JORDAN: And I plan to do mine between now and the next meeting; some this weekend; some next week. So I'll have a report next month.

MRS. PRISCILLA BORDERS: Well, I didn't actually visit a library, but I had Amanda Densmore, the Outreach person, come to an event for the PTA. So I've been meeting with her. So one of the things I've been trying to do with her is put together resources that our parents can do at home outside of the schools. And one of things that the parents, a majority of them wanted to see was reading lists that are age specific. So that's one of the things I'm going to work with her. And I'll be reaching out with them as well, with the library to help me be available at the convention, the PTA convention we'll have in '19. And it'll be here in Atlanta. So, yes, it will be at North Atlanta High School, so it's something that... Everybody from around the state will be there. So, hopefully, it'll be a good showing of parents.

MR. D. CHIP JOYNER: Hopefully, next month, look forward to everyone -- we'll set aside some time, because I know you guys will be long-winded about all of your visits. And I'm hoping to do business with my Commissioner, so try and get on his schedule where we can do a couple of visits together. He's very busy, very open to it, so, hopefully, I can share that next month. I'm not committing, though, but I think we'll be able to do that.

CHAIRMAN PHYLLIS D. BAILEY: Thank you so much. I'm so impressed with this. I feel that this is the core of what the Board needs to do, that we are indeed being a part of what we're supposed to be sharing policy with. So thank you very, very much.

MR. D. CHIP JOYNER: Oh, also, just one question. What's the design outside the Martin Luther King Library, the new paint mural that they're doing on the building?

MS. LINDA JORDAN: I didn't know they we were doing a mural on the building.

MRS. PRISCILLA BORDERS: It's nice. I like it.

MR. D. CHIP JOYNER: It's red with circles all over it.

CHAIRMAN PHYLLIS D. BAILEY: He has pictures of it. It's obviously there.

MS. LINDA JORDAN: That's the one we lease?

DR. GABRIEL MORLEY: Yes. We don't own the building.

MRS. GAYLE H. HOLLOMAN: I'm not sure.

DR. GABRIEL MORLEY: I don't know.

MR. D. CHIP JOYNER: It looks nice.

MRS. PRISCILLA BORDERS: I like it.

MR. D. CHIP JOYNER: But I couldn't tell what the -- if it has any kind of messaging on it.

DR. GABRIEL MORLEY: Not from us.

MS. LINDA JORDAN: What color is the light, you said red?

MRS. PRISCILLA BORDERS: It's red and has black graphics.

DR. GABRIEL MORLEY: Yes. The owner must have done that. What's it say?

MS. LINDA JORDAN: Is that Campbell's Soup?

DR. GABRIEL MORLEY: Does an attorney own it, own the building?

MRS. GAYLE H. HOLLOMAN: I think that's what I heard. I'm not sure. I can't -- I don't know.

MR. D. CHIP JOYNER: This is the Martin Luther King Library next to the Martin Luther King Center.

MRS. PRISCILLA BORDERS: They've been doing it for awhile.

CHAIRMAN PHYLLIS D. BAILEY: This is what the Board is all about; being involved in the community, knowing what's going on, even though it may or may not be a part of our venue. We need to be aware and to be cognizant of what the community is thinking and doing as much as possible.

Thank you all so very much for all that you've done.

BYLAWS AND RULES

CHAIRMAN PHYLLIS D. BAILEY: Are there any interests from the Bylaws and Rules Committee? Anything?

MR. PAUL KAPLAN: I don't have anything to report, but I just -- since I'm not a committee, I don't want to be on a committee --

maybe that's something we're going to have to address maybe next year. Since all the new libraries, eventually these libraries that are renovated are going to come online, maybe we take a look at some of our policies and some of the rules and stuff maybe need to be changed or maybe updated?

CHAIRMAN PHYLLIS D. BAILEY: Yes.

MR. PAUL KAPLAN: I know I changed the Constitution and Bylaws as far as term limits are concerned --

CHAIRMAN PHYLLIS D. BAILEY: Right.

MR. PAUL KAPLAN: -- about a year ago. I think there are some other things over there. I don't know if -- Dr. Morley, have you ever looked at any of those policies, things that you see that should be changed in our policies, our bylaws, rules of conduct? You know, a lot of libraries are making some changes on that. So maybe that's something we'll have to address.

DR. GABRIEL MORLEY: Yes. Paula and I, for many months, have been going over the Code of Conduct to see what we can do, what we ought to do. We updated the Collection Development Policy a couple of months ago. We can look at some of them if you want to look at some of them.

MR. PAUL KAPLAN: If they need to be changed. If they don't, we can leave them the way they are, but conduct is the big thing.

CHAIRMAN PHYLLIS D. BAILEY: We're actually going to have a chat with Judge Nina and Priscilla. And as soon as that committee develops some strategies for answers to some of the things we might add.

MR. PAUL KAPLAN: It's just something to think about in the next year sometime.

CHAIRMAN PHYLLIS D. BAILEY: Okay. Thank you for bringing that to our attention. And I think that the committee will probably be able to look at that and deal with whatever issues that might present themselves.

Any other concerns or questions in that area?

NATIONAL AND STATE DEVELOPMENTS

CHAIRMAN PHYLLIS D. BAILEY: If not, what about the National and State Developments. Linda nor Joe -- Linda?

MS. LINDA JORDAN: I don't have anything new to report today.

CHAIRMAN PHYLLIS D. BAILEY: Okay.

MS. LINDA JORDAN: I'll remind everybody about the dates for the upcoming conferences that happen in 2019. I know Nina's been to the PLA, previously, so I think we just need to put that on our calendar. So I'll bring that date in next time.

MRS. NINA RADAKOVICH: Great. I can give you the mid winter date right now.

MS. LINDA JORDAN: Okay. I don't have it on me.

MRS. NINA RADAKOVICH: It's in Seattle, January 25th through the 29th, but the most important part is only, you know, the weekend Friday, Saturday, Sunday.

MS. LINDA JORDAN: So that's something to put on my calendar, because I'm not sure if it conflicts. I know we talk about possibly going, but I know we have dates for 2019.

CHAIRMAN PHYLLIS D. BAILEY: January in Seattle is going to be interesting.

MS. LINDA JORDAN: Cold.

CHAIRMAN PHYLLIS D. BAILEY: That's all I have to say.

MRS. NINA RADAKOVICH: And then the annual conference is June 20th in Washington D.C.

MS. LINDA JORDAN: That should be a good one.

MRS. NINA RADAKOVICH: A little hot.

MS. LINDA JORDAN: Right.

CHAIRMAN PHYLLIS D. BAILEY: Yes.

MRS. NINA RADAKOVICH: It makes the hotel rooms lower in price.

CHAIRMAN PHYLLIS D. BAILEY: Thank you all so much for the information.

MS. LINDA JORDAN: I don't know if Joe has anything to add.

CHAIRMAN PHYLLIS D. BAILEY: Joe?

MR. JOE PIONTEK: No. I have nothing to report. Thanks.

UNFINISHED BUSINESS

CHAIRMAN PHYLLIS D. BAILEY: Okay. Unfinished Business. Anything anyone can think in terms of?

NEW BUSINESS

18-57 2019 LIBRARY BOARD OF TRUSTEES MEETING SCHEDULE

CHAIRMAN PHYLLIS D. BAILEY: If not, we'll look at New Business. And one of the things with New Business is of course the scheduled meetings for the end of the year. We'll look at November next month and December. What days would we be - scheduling, the third Wednesday for November; is that correct?

MR. JOE PIONTEK: In December?

MS. LINDA JORDAN: That's Thanksgiving week?

CHAIRMAN PHYLLIS D. BAILEY: I think it's the week -- is that a week before?

MRS. ZENOBIA CLAXTON: Thanksgiving's now on the fourth Thursday.

MS. LINDA JORDAN: Oh, Thanksgiving is on the fourth? Okay.

MRS. NINA RADAKOVICH: But that's the third Wednesday before it.

CHAIRMAN PHYLLIS D. BAILEY: Okay. So --

MRS. NINA RADAKOVICH: Thanksgiving is the 22nd this year.

CHAIRMAN PHYLLIS D. BAILEY: -- so where are we for our meeting in November.

MR. JOE PIONTEK: The 20th?

MS. LINDA JORDAN: What'd you say Joe?

MR. JOE PIONTEK: It's November 20th. That's what we had scheduled.

MRS. NINA RADAKOVICH: The 21st.

MR. PAUL KAPLAN: Yes. The 20th is for 2019.

DR. GABRIEL MORLEY: We would normally meet on the 28th.

CHAIRMAN PHYLLIS D. BAILEY: And we'll look at the 2019. I wanted to get the one for next month before we dealt with the 2019 one.

MRS. NINA RADAKOVICH: Oh, sorry. Okay.

MS. LINDA JORDAN: Right, 2018.

CHAIRMAN PHYLLIS D. BAILEY: 2018 one for Thanksgiving. I think the December one for Christmas is okay, because Christmas falls the next week. So that's not a problem, but the one for Thanksgiving perhaps may present an issue.

MRS. NINA RADAKOVICH: Because it's the day before Thanksgiving.

CHAIRMAN PHYLLIS D. BAILEY: Yes.

MS. LINDA JORDAN: Right.

CHAIRMAN PHYLLIS D. BAILEY: And that would not work too well. So what kind of arrangements would you like? Do you prefer the week before?

MS. LINDA JORDAN: That's an option, the week before, the Wednesday before?

CHAIRMAN PHYLLIS D. BAILEY: Yes.

DR. GABRIEL MORLEY: Yes. Zenobia has got it scheduled November 14th.

CHAIRMAN PHYLLIS D. BAILEY: Okay. November 14th. Are there any questions or concerns around that issue? If not, I'd like a motion that we would have that for the 14th so we can get --

MR. D. CHIP JOYNER: So for the 13th or the 14th?

DR. GABRIEL MORLEY: It should already be approved. When you approved last year's calendar, that was part of it.

CHAIRMAN PHYLLIS D. BAILEY: Oh, okay. In that case, we don't need the motion then.

DR. GABRIEL MORLEY: That's why today we're looking at 2019's calendar.

CHAIRMAN PHYLLIS D. BAILEY: Okay. So then we'll meet on the 14th of next month. Please remind yourselves of that, because you might just sort of forget it because you were so used to doing it on the fourth Wednesday, but remember that date. And at this point we'll look at the calendar as proposed for 2019. Any concerns or questions about the proposal for 2019? Yes, Dr. Morley.

DR. GABRIEL MORLEY: And I'll just say, remember we used to skip the July meeting. But we've picked it up the last couple of

years because you felt like it was necessary, but you're perfectly able to set your own schedule. If you don't want to meet every month, then you don't have to. You can change any of these dates.

CHAIRMAN PHYLLIS D. BAILEY: My only concern about that would be because we'd be in the middle of weeks of construction and renovation. And I don't see that a month away would be something that would be beneficial for what we're doing. Now, that's the Board's decision. That's just my feeling, because of the work being sometimes slow or schedules being off for construction and that kind of thing. That would be my only concern. Let me hear from each one of you.

MRS. PAULA RAFFERTY: Madam Chair, I believe your bylaws speak to the months that you can deviate from the regular schedule.

CHAIRMAN PHYLLIS D. BAILEY: Okay. Well, my concern though is for the entire year of 2019, because renovation and construction will be going on that whole period, and I don't see we really need to be away from it until we get it all done. Once that's done, then I feel we can get back to it, but if there are other concerns.

MOTION

MS. LINDA JORDAN: My motion would be to approve the calendar as printed, subject to changes if necessary going forward, but approve the 2019 calendar as printed. That would be my motion.

MR. JOE PIONTEK: I second that.

CHAIRMAN PHYLLIS D. BAILEY: Moved by Ms. Jordan? Who seconded?

DR. GABRIEL MORLEY: Joe.

CHAIRMAN PHYLLIS D. BAILEY: Seconded by Joe Piontek.

Did I get it right? I worked on that.

It's been moved and seconded that we adopt the calendar as presented. Are there any questions? All in favor?

(Whereupon, all said aye.)

CHAIRMAN PHYLLIS D. BAILEY: Opposition? Motion carries.

Okay. With that being the New Business, is there anything else in the way of New Business that we need to look at? Anybody have any concerns?

Dr. Roshell, would you like to have something to...

DR. PAMELA ROSHELL: Oh, well thank you, Madam Chair. The only think I'd like to add is along the theme of Outreach.

We have had the launch of two successful partnerships under Dr. Morley's direction and his vision for Outreach. One is called SHARE, which is Seniors Home Access to Resources and Education. And basically it's an opportunity for our home delivered meals clients to have access to library resources. And so that launched earlier this month. And I'm sure that seniors who are

a part of the pilot are excited to have this type of access to the library.

And the other is a program enhancement demonstration with our neighborhood Senior Centers. Fulton County manages and owns fifteen neighborhood Senior Centers throughout the County. And one of the gaps in our programming at those centers has been access to enhanced classes. And so Dr. Morley had the idea, hey, why don't we partner and bring some of the staff who are at libraries that are closing, bring their expertise and the classes that they offer into the community to the neighborhood Senior Centers. And the seniors are really appreciative for these classes.

The technology classes have been a big hit; cell phone, email usage, and then other things like painting and just other programs, and so those are two additional outreach efforts that are very popular and targeted to the older adult community.

CHAIRMAN PHYLLIS D. BAILEY: Thank you. Good to hear. When we hear that we are making a difference in the neighborhoods, it is something to be celebrated. And I think that each member of the Board needs to be concerned and appreciative of all that is being done.

Dr. Morley, you've been doing very good -- fantastic job.

DR. GABRIEL MORLEY: Thank you.

MS. LINDA JORDAN: Yes.

CHAIRMAN PHYLLIS D. BAILEY: We appreciate that.

ADJOURNMENT

CHAIRMAN PHYLLIS D. BAILEY: Is there anything else? If not, I will entertain a motion for adjournment.

MOTION

MS. LINDA JORDAN: So moved.

MR. D. CHIP JOYNER: Second.

CHAIRMAN PHYLLIS D. BAILEY: Moved by Ms. Jordan and seconded by Mr. Chip.

And we have to say welcome back, Mr. Joyner.

CHAIRMAN PHYLLIS D. BAILEY: All in favor?

(Whereupon, all said aye.)

CHAIRMAN PHYLLIS D. BAILEY: Opposed. None.

*(Whereupon, the Board of Trustees Meeting
concluded at 4:51 p.m.)*

Fulton County Library System

Director's Report

Dr. Gabriel Morley, Executive Director

November 2018

Summary of October 2018 Activities

Personnel

- No update

Bond Update

- Central Library – Contractor Winter/Johnson has been given a Notice to Proceed in order to begin work on the renovation project. The first step is to work with Cooper/Carry to understand the bridging documents developed previously.
- Group 1 (Roswell, Sandy Springs, Kirkwood, Southwest, Dogwood, Washington Park, West End) – Southwest and Sandy Springs have been permitted and work will begin soon. Roswell is being redesigned per BOC guidance. The remaining permits have been applied for.
- Group 2 (Ocee, NESO, Northside, Mechanicsville, Buckhead) – Design documents are still being developed for this grouping.
- Group 3 (Adams Park, Adamsville, Cleveland Ave., Ponce, College Park, East Atlanta) – These projects are moving along swiftly. Designs are being finalized in alignment with cost considerations. We hope to present conceptual drawings to the public in January.
- Group 4 (East Point and Fairburn) – Construction progress at East Point and Fairburn has been delayed. The completion dates for these two libraries have been moved to April 2019.
- The Hapeville project is on schedule. Site plans are being developed.

Project Timeline

- Bookmobiles - The two bookmobiles approved earlier this year are on back-order, which means delivery will not happen this year.
- CLASS (Connecting Libraries and Schools for Success) – This project is live. We have now given 52,000 APS children library cards with 24/7 access to AFPLS items and materials. Discussions are now beginning with Fulton County schools.

VOLUNTEER SERVICES

- Volunteer Services is still receiving hours from several branches, but has already received documentation that 337 volunteers donated 2,037 hours at 16 locations.
- 2018 volunteers total 1,987 individuals serving 52,876 hours.
- Junior League of Atlanta volunteers led Journey to Literacy storytimes with Kevin Henkes' book Sheila Rae, the Brave at Adams Park, East Atlanta, East Roswell and Ponce de Leon, plus they incorporated their Kids in the Kitchen program at Ponce.
- AARP Foundation volunteer Fran McNair taught a driver safety course at Ocee and additional AARP SCSEP volunteers served weekly at Alpharetta, Buckhead and Cleveland Avenue.
- Pet storytime volunteers held seven programs at Milton including Ernie Hackett with Hesston, Keri Cooney with Shadow, Helen Hodges with Reagan, Sylvia Craft with Mr. Fitz and Stacey Schechter; four programs at Alpharetta with Lisa Gabriel and Echo; two programs at East Roswell with Pat Johnston and Bentley, plus Dave Hobe and Fergus; and one at East Atlanta with Carolyn Meltzer and Dudley.
- Georgia Tech Team Buzz Service Day brought nine student volunteers to Northside and two volunteers each to Buckhead and Ponce to assist with shelving and tagging projects.

PONCE DE LEON

- The library had its public meeting about the renovation on October 2nd. This was a great success. We heard a lot of interesting ideas from our patrons. Topics included the various ways patrons access the building, drive thru book drops, after-hours lockers, cycling approaches, parking spaces, and weather cover outside the building. They also mentioned furniture design that could be easily cleaned, and is designed for individual, quiet study, as opposed to the community tables we currently have. There was much more discussed, and staff was encouraged to hear from the thoughtful, passionate patrons in attendance.

PEACHTREE

- Circulation for the branch in October was 9,130, which is roughly 50% higher than October 2017 (5,904). Visits to the library for October 2018 were 8,217, which is also about 50% higher than last year at this time.
- "I love the service of every employee and volunteer I encounter at the Peachtree branch and Buckhead branch libraries. I specifically love the variety of new book selections. As a young professional that has a love for reading and holding an actual book, it is nice to have access to new books (that I don't have to pay for myself). I also love the space to study on weekends with the access to internet. My quality of life has definitely improved because of the library. " - **Tia Richardson**

CLEVELAND AVENUE

- In recognition of Fire Safety and Prevention Month, a special fire safety puppet show was presented by the Atlanta City Fire Department. The puppet show was created to teach children about fire safety and what you should do if there is a fire. They had the children practice calling 911. They also had them practice the Stop, Drop, and Roll procedure if you are on fire. The children also learned about not playing with matches and lighters. They explained to them what to do if there is smoke. The children were presented with a fire helmet at the end of the program. The library staff created a special coloring book handout with information for the children also. A special display was created to compliment the program. The program was also filmed by FGTV.
- Also in recognition of Hispanic Month the youth services librarian shared Hispanic stories and the kids also created a special craft. The kids craft was designing and creating a piñata.

SANDY SPRINGS

- Our library card drives have been very successful. Over 800 private and public school students were very excited to receive their library cards this month! Branch manager Madigan Mirza created 4 webinars for students Ridgeview Middle School showing how to use Overdrive, tutor.com, Testing and Education Resource Center and Mango Languages. We also performed a storytime at Crème de la Crème preschool and read Maybe Something Beautiful in honor of Read for the Record.

COLLEGE PARK

- The branch held a dental workshop for children who learned about dental care given by Colgate Brite Smiles. There were 31 children and 11 adults in attendance.

SOUTHEAST

- Cheryl Wynn, presenter for the Skincare 101 class provided all of our attendees with free skin care packets which consisted of a scrub, moisturizer, cleanser and exfoliator.
- On October 4th, to celebrate Hispanic Heritage Month the Southeast Library presented “Celebrate Hispanic Heritage Through the Lens of Jose Galvez.”

FULTON COUNTY LIBRARY SYSTEM
MONTHLY FINANCIAL REPORT

AS OF OCTOBER 31, 2018

Doc. #18-60

SERVICE	2018 BUDGET	2018 OCTOBER	2018 YTD	2018 YTD	2018 YTD	2018 YTD	BUDGET
DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURES	ENCUMBRANCES	COMMITTED	% COMMITTED	BALANCE
REG SALARY	14,208,628	1,055,151	11,520,763	-	11,520,763	81%	2,687,865
PART TIME SALARY	474,978	34,633	379,203	-	379,203	80%	95,775
BENEFITS	7,330,626	536,400	5,641,311	-	5,641,311	77%	1,689,315
BOOKS	2,125,131	371,447	1,110,358	722,988	1,833,346	86%	291,785
OFFICE EQUIP. REPAIR	6,016	38	3,002	-	3,002	50%	3,014
EQUIPMENT	93,710	-	1,347	76,156	77,503	83%	16,207
OFFICE FURNITURE	2,082	-	142	-	142	7%	1,940
PROFESSIONAL SERV	103,337	13,352	49,829	34,531	84,360	82%	18,977
COPIER MACHINE LEASE	281,535	7,899	200,358	-	200,358	71%	81,177
COPIER PAPER	19,500	-	6,314	11,571	17,885	92%	1,615
SUPPLIES	173,861	34,177	96,505	3,871	100,375	58%	73,486
SOFTWARE MAINTENANCE	405,523	3,350	350,207	51,563	401,770	99%	3,753
BUILDING RENT	221,641	25,535	153,026	68,614	221,640	100%	1
LYRASIS CHARGES	200	-	-	-	-	0%	200
OTHER SERVICES	178,611	9,876	116,568	2,951	119,519	67%	59,092
SECURITY SERVICES	536,814	56,997	430,700	106,114	536,814	100%	-
TRAVEL	31,180	-	20,879	-	20,879	67%	10,301
VEHICLE MAINTENANCE	29,150	5,295	20,639	-	20,639	71%	8,511
GENERAL INSURANCE	759,530	63,294	632,912	-	632,912	83%	126,618
CONTINGENCY	42,450	-	-	-	-	0%	42,450
TOTAL	27,024,503	2,217,444	20,734,062	1,078,360	21,812,422	81%	5,212,081

FULTON COUNTY LIBRARY SYSTEM
MONTHLY FINANCIAL REPORT

AS OF OCTOBER 31, 2018

ORGANIZATION	SERVICE	2018 BUDGET	OCTOBER	2018 YTD	2018 YTD	2018 YTD	2018 YTD	BUDGET
TYPE	DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURES	ENCUMBRANCES	COMMITTED	% COMMITTED	BALANCE
PUBLIC SERVICES OPERATION	REG SALARY	11,918,913	901,295	9,790,717	-	9,790,717	82%	2,128,196
	PART TIME SALARY	474,978	34,633	379,203	-	379,203	80%	95,775
	BENEFITS	6,204,226	457,060	4,787,939	-	4,787,939	77%	1,416,287
	BOOKS	2,125,131	371,447	1,110,358	722,988	1,833,346	86%	291,785
	OFFICE EQUIP. REPAIR	5,256	-	2,964	-	2,964	56%	2,292
	EQUIPMENT	82,600	-	839	66,927	67,766	82%	14,834
	OFFICE FURNITURE	1,785	-	142	-	142	8%	1,643
	PROFESSIONAL SERV	76,595	8,492	34,218	23,785	58,003	76%	18,592
	COPIER MACHINE LEASE	256,235	6,352	181,215	-	181,215	71%	75,020
	SUPPLIES	124,466	30,165	61,910	1,251	63,161	51%	61,305
	BUILDING RENT	221,641	25,535	153,026	68,614	221,640	100%	1
	OTHER SERVICES	42,098	803	17,374	2,379	19,753	47%	22,345
	SECURITY SERVICES	536,814	56,997	430,700	106,114	536,814	100%	-
	VEHICLE MAINTENANCE	500	-	-	-	-	0%	500
	GENERAL INSURANCE	575,035	47,920	479,166	-	479,166	83%	95,869
	CONTINGENCY	17,450	-	-	-	-	0%	17,450
Total		22,663,723	1,940,698	17,429,770	992,058	18,421,828	81%	4,241,895

FULTON COUNTY LIBRARY SYSTEM
MONTHLY FINANCIAL REPORT

AS OF OCTOBER 31, 2018

ORGANIZATION	SERVICE	2018 BUDGET	OCTOBER	2018 YTD	2018 YTD	2018 YTD	2018 YTD	BUDGET
TYPE	DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURES	ENCUMBRANCES	COMMITTED	% COMMITTED	BALANCE
SUPPORT SERVICES OPERATION	REG SALARY	2,289,715	153,856	1,730,047	-	1,730,047	76%	559,668
	BENEFITS	1,126,400	79,340	853,372	-	853,372	76%	273,028
	OFFICE EQUIP. REPAIR	760	38	38	-	38	5%	722
	EQUIPMENT	11,110	-	508	9,229	9,737	88%	1,373
	OFFICE FURNITURE	297	-	-	-	-	0%	297
	PROFESSIONAL SERV	26,742	4,860	15,611	10,747	26,358	99%	384
	COPIER MACHINE LEASE	25,300	1,547	19,143	-	19,143	76%	6,157
	COPIER PAPER	19,500	-	6,314	11,571	17,885	92%	1,615
	SUPPLIES	49,395	4,012	34,595	2,620	37,214	75%	12,181
	SOFTWARE MAINTENANCE	405,523	3,350	350,207	51,563	401,770	99%	3,753
	LYRASIS CHARGES	200	-	-	-	-	0%	200
	OTHER SERVICES	136,513	9,073	99,193	573	99,766	73%	36,747
	TRAVEL	31,180	-	20,879	-	20,879	67%	10,301
	VEHICLE MAINTENANCE	28,650	5,295	20,639	-	20,639	72%	8,011
	GENERAL INSURANCE	184,495	15,375	153,746	-	153,746	83%	30,749
	CONTINGENCY	25,000	-	-	-	-	0%	25,000
Total		4,360,780	276,746	3,304,291	86,303	3,390,594	78%	970,186

Fulton County Library System October 2018

Activity and Description	2018		2017		YTD
	October	YTD	October	YTD	
Circulation					
Total number of items checked out of the library	304,988	2,718,181	244,857	2,521,360	8%
Holds					
Number of requests by patrons	47,755	493,411	50,790	531,899	-7%
Inter-Library Loans					
Number of items lent to or borrowed from another library system	382	3,995	523	4,550	-12%
Visits					
Number of people entering a library for any reason	576,168	3,382,627	424,121	3,441,951	-2%
Computer/Internet Usage					
Number of computer sessions (Internet access and office software)	47,139	639,379	93,775	965,321	-34%
Number of hours of computer use	25,118	371,338	53,484	832,119	-55%
Wireless Sessions					
Number of times the library's wireless network is accessed	N/A	79,590	40,715	379,144	-79%
Web Hits					
Number of times people have visited the library's website	684,155	6,944,151	709,276	7,308,999	-5.0%
Online Resources					
Number of times a resource is logged into or a searched performed	179,147	1,495,508	217,371	1,588,157	-6%
Computer Classes					
Number of classes	13	118	24	222	-47%
Number of attendees	90	974	142	1,413	-31%
Virtual Circulation					
Number of e-books and e-audiobooks checked out	49,755	465,837	35,121	323,786	44%
Children's programs					
Library sponsored programs offered for children (birth - 12)	341	3,639	336	3,286	11%
Number of people attending programs	13,615	122,331	9,401	113,565	8%
Teen Programs					
Library sponsored programs offered for teens (13 - 17)	93	778	84	629	24%
Number of people attending programs	5,734	18,381	1,444	13,287	38%
Adult Programs					
Library sponsored programs offered for adults (18 +)	478	4,460	457	4,185	7%
Number of people attending programs	11,138	76,742	7,653	66,297	16%
Programs - Total					
Library sponsored programs offered - total of all programs	912	8,897	877	8,097	10%
Number of people attending programs	30,487	217,454	18,498	192,116	13%
Meeting Rooms					
Non-library sponsored meetings or activities scheduled	240	4,110	497	6,353	-35%
Number of people attending meetings or activities	11,510	73,615	7,560	88,770	-17%

FULTON COUNTY LIBRARY SYSTEM
CIRCULATION COMPARISON REPORT
OCTOBER 2018

ORGANIZATION NAME	ADULT	JUVENILE	Y/A	OTHER	OCTOBER 2018 DATA	OCTOBER 2017 DATA	INCREASE/DECREASE	PERCENT CHANGE	YTD 2018 CIRC	YTD 2017 CIRC	INCREASE/DECREASE	PERCENT CHANGE
ADAMS PARK	1,617	1,329	489	13	3,448	1,471	1,977	134%	24,757	15,328	9,429	62%
HEIGHTS	3,117	1,929	270	6	5,322	1,723	3,599	209%	44,924	17,485	27,439	157%
ALPHARETTA	11,361	23,058	811	79	35,309	24,266	11,043	46%	246,429	268,885	(22,456)	-8%
BUCKHEAD	7,963	8,141	424	30	16,558	10,178	6,380	63%	148,438	107,069	41,369	39%
CLEVELAND AVENUE	3,656	3,193	95	7	6,951	1,689	5,262	312%	31,177	18,752	12,425	66%
COLLEGE PARK	2,615	2,236	1,137	13	6,001	1,746	4,255	244%	27,829	17,411	10,418	60%
DOGWOOD	24	2		0	26	2,731	(2,705)	-99%	15,592	22,585	(6,993)	-31%
EAST ATLANTA	3,220	5,646	275	16	9,157	5,101	4,056	80%	62,938	56,097	6,841	12%
EAST POINT	135	102	6	0	243	3,853	(3,610)	-94%	20,343	49,610	(29,267)	-59%
EAST ROSWELL	11,466	13,697	610	32	25,805	13,177	12,628	96%	168,760	133,645	35,115	26%
FAIRBURN	103	65	8	0	176	2,226	(2,050)	-92%	11,119	22,832	(11,713)	-51%
HAPEVILLE	1,255	1,166	140	5	2,566	1,157	1,409	122%	14,173	13,185	988	7%
KIRKWOOD	119	110	9	0	238	2,784	(2,546)	-91%	21,575	30,841	(9,266)	-30%
MARTIN LUTHER KING, JR	1,057	1,134	103	10	2,304	878	1,426	162%	10,629	10,058	571	6%
MECHANICSVILLE	2,455	1,676	390	6	4,527	1,330	3,197	240%	25,444	14,898	10,546	71%
METROPOLITAN	4,543	6,015	287	4	10,849	5,927	4,922	83%	71,061	61,565	9,496	15%
MILTON	8,987	18,824	677	33	28,521	16,343	12,178	75%	201,728	171,714	30,014	17%
NORTHEAST/SPRUILL OAKS	5,039	13,593	667	66	19,365	17,142	2,223	13%	205,323	171,296	34,027	20%
NORTHSIDE	7,894	9,632	481	48	18,055	10,055	8,000	80%	126,266	129,184	(2,918)	-2%
NORTHWEST	2,774	5,178	279	6	8,237	5,090	3,147	62%	57,308	53,183	4,125	8%
OCEE	8,886	18,654	1,169	233	28,942	25,981	2,961	11%	267,642	253,391	14,251	6%
PALMETTO	1,161	1,610	125	1	2,897	1,785	1,112	62%	20,054	21,206	(1,152)	-5%
PEACHTREE	4,322	4,366	359	83	9,130	5,904	3,226	55%	75,693	57,388	18,305	32%
PONCE DE LEON	8,202	7,537	970	65	16,774	11,236	5,538	49%	126,323	111,087	15,236	14%
ROSWELL	1,073	1,052	118	2	2,245	19,284	(17,039)	-88%	166,696	198,314	(31,618)	-16%
SANDY SPRINGS	1,041	1,665	52	4	2,762	19,668	(16,906)	-86%	160,671	177,271	(16,600)	-9%
SOUTHEAST	1,472	3,239	124	3	4,838	3,198	1,640	51%	33,599	31,081	2,518	8%
SOUTH FULTON	3,797	6,007	318	4	10,126	6,661	3,465	52%	72,325	69,159	3,166	5%
SOUTHWEST	171	200	14	0	385	4,016	(3,631)	-90%	28,577	41,952	(13,375)	-32%
WASHINGTON PARK	55	68	8	0	131	1,573	(1,442)	-92%	13,598	16,399	(2,801)	-17%
WEST END	71	87	1	0	159	1,307	(1,148)	-88%	13,198	14,535	(1,337)	-9%
WOLFCREEK	5,627	8,004	596	51	14,278	9,333	4,945	53%	98,198	84,674	13,524	16%
BRANCHES TOTAL	115,278	169,215	11,012	820	296,325	238,813	57,512	24%	2,612,387	2,462,080	150,307	6%
CENTRAL	1,535	1,435	121	16	3,107	5,604	(2,497)	-45%	69,735	57,517	12,218	21%
OUTREACH SERVICES	64	114	15	1	194	440	(246)	-56%	2,322	1,763	559	32%
AUBURN AVENUE	5,061	275	15	11	5,362	0	5,362	5760%	33,737	-	33,737	100%
SYSTEM TOTAL	121,938	171,039	11,163	848	304,988	244,857	60,131	25%	2,718,181	2,521,360	196,821	8%

FULTON COUNTY LIBRARY SYSTEM
SYSTEM STATS AT A GLANCE
OCTOBER 2018

	OCTOBER	TOTAL	COMPUTER	LIBRARY	NUMBER OF	PROGRAM	NUMBER OF	MEETING	VOTER
AGENCY NAME	CIRCULATION	REGISTRATIONS	USAGE	VISITS	PROGRAMS	ATTENDANCE	MEETINGS	ATTENDANCE	REGISTRATIONS
ADAMS PARK	3,448	164	2432	5245	8	231	0	0	6
ADAMSVILLE/COLLIER HEIGHTS	5,322	158	2274	10001	10	78	7	93	10
ALPHARETTA	35,309	833	1738	30220	60	1223	7	171	24
BUCKHEAD	16,558	711	1718	9847	47	1622	0	0	8
CLEVELAND AVE	6,951	86	1725	4547	21	293	12	114	1
COLLEGE PARK	6,001	224	2356	4359	10	178	2	6	0
DOGWOOD	26	22	0	0	17	236	0	0	0
EAST ATLANTA	9,157	266	1745	6529	10	299	24	192	10
EAST POINT	243	94	0	0	8	737	0	0	0
EAST ROSWELL	25,805	533	1835	16276	48	887	0	0	22
FAIRBURN	176	214	0	0	0	0	0	0	0
HAPEVILLE	2,566	72	619	4395	24	820	7	69	0
KIRKWOOD	238	36	0	0	18	477	0	0	0
MARTIN LUTHER KING, JR	2,304	135	1889	9847	5	65	0	0	0
MECHANICSVILLE	4,527	71	1351	5404	12	282	0	0	6
METROPOLITAN	10,849	258	5095	14320	33	550	70	1223	0
MILTON	28,521	385	971	11447	77	1214	9	105	10
NORTHEAST/SPRUILL OAKS	19,365	222	581	22643	48	647	15	56	2
NORTHSIDE	18,055	270	396	20171	11	152	4	23	3
NORTHWEST	8,237	322	3550	13446	25	447	8	411	15
OCEE	28,942	560	1014	43370	67	1482	2	33	8
PALMETTO	2,897	72	6745	4988	10	373	4	133	0
PEACHTREE	9,130	282	1958	8217	42	955	10	65	4
PONCE DE LEON	16,774	437	2450	22147	15	195	7	42	12
ROSWELL	2,245	329	0	0	2	11	0	0	0
SANDY SPRINGS	2,762	814	0	0	70	9529	0	0	0
SOUTHEAST	4,838	150	2028	303032	37	644	0	0	0
SOUTH FULTON	10,126	511	0	0	35	454	31	499	0
SOUTH WEST	385	127	0	0	0	0	0	0	0
WASHINGTON PARK	131	22	0	0	8	167	0	0	0
WEST END	159	41	0	0	0	0	0	0	0
WOLFCREEK	14,278	363	2190	1507	35	506	14	8201	9
BRANCHES TOTAL	296,325	8,784	46,660	571,958	813	24,754	233	11,436	150
CENTRAL	3,107	220	0	0	0	0	0	0	0
OUTREACH SERVICES	194	1,008			65	3878	0	0	0
AUBURN AVENUE RESEARCH	5,362	4	479	4210	34	1855	7	74	0
SYSTEM TOTAL	304,988	10,016	47,139	576,168	912	30,487	240	11,510	150



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Fulton County Library System

2019 HOLIDAY/CLOSING CALENDAR

DATE	DAY OF THE WEEK	HOLIDAY	DESCRIPTION
December 31, 2018	Monday	New Year's Eve	Holiday – Library Closed (Fulton County Closed)
January 1, 2019	Tuesday	New Year's Day	Holiday – Library Closed (Fulton County Closed)
January 21, 2019	Monday	Martin Luther King, Jr.	Holiday – Library Closed (Fulton County Closed)
February 18, 2019	Monday	President's Day	Holiday – Library Closed (Fulton County Closed)
April 21, 2019	Sunday	Easter	Holiday – Library Closed
May 27, 2019	Monday	Memorial Day	Holiday – Library Closed (Fulton County Closed)
July 4, 2019	Thursday	Independence Day	Holiday – Library Closed (Fulton County Closed)
September 2, 2019	Monday	Labor Day	Holiday – Library Closed (Fulton County Closed)
September 23, 2019	Monday	Staff Development Day	Library Closed
October 14, 2019	Monday	Columbus Day	Holiday – Library Closed (Fulton County Closed)
November 11, 2019	Monday	Veterans Day	Holiday – Library Closed (Fulton County Closed)
November 27, 2019	Wednesday	Thanksgiving Holiday	Library Closes at 6:00 p.m.
November 28, 2019	Thursday	Thanksgiving Holiday	Holiday – Library Closed (Fulton County Closed)
November 29, 2019	Friday	Thanksgiving Holiday	Holiday – Library Closed (Fulton County Closed)
December 24, 2019	Tuesday	Christmas Holiday	Holiday – Library Closed (Fulton County Closed)
December 25, 2019	Wednesday	Christmas Holiday	Holiday – Christmas Day (Fulton County Closed)
December 31, 2019	Tuesday	New Year's Eve	Holiday – Library Closed (Fulton County Closed)
January 1, 2020	Wednesday	New Year's Day	Holiday – Library Closed (Fulton County Closed)

Approved by the Library Board of Trustees
November 14, 2018